

## Re: Outlook Contacts, Export a Category of contacts

---

*Source:* <http://www.tech-archive.net/Archive/Office/microsoft.public.office.misc/2006-09/msg00431.html>

---

- *From:* GeneM office <[GeneMoffice@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:GeneMoffice@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Thu, 7 Sep 2006 15:24:01 -0700
- 

Once more, Last Time?,

I select contacts in Right Panel, as directed (have done this once or twice before).

I Right click (no Ctrl key) drag to the target folder in Left Panel.

When I release the right button, I do not get the menu that you so adamantly cite (copy – move – cancel).

Instead, Outlook shows the 5-part menu I laboriously listed before,

1–Address New Message,

2–Copy Here with Message as Text,

3–Copy Here with Message as Shortcut,

4–Copy Here with Message as Attachment, 4–Move Here with Message as Attachment,

5–Cancel.

So, it's not working as you cite, unless I'm STILL not following your directions!

However,

experimenting further, now I see that I can Rt-Click drag the selected records a short distance, not even to a new folder, release button, and see the menu you forecast!

So I choose Copy, to a clipboard, I presume since no options are presented afterward.

Then I try to Paste the clipboard contents (multiple records I hope) into a sub-folder or lateral folder, but no Paste option arises, neither when I right-click on a target folder name in the folder tree in the left panel, nor when I right-click on the empty right panel of a target folder that I chose in the left panel.

So I am still stymied, and very dependent upon your or others' advice.

Now you sound quite frustrated. Just imagine how I feel. I am giving great effort to understand and follow your advice. And still hoping to complete an export of all those customer records!

Thanks, again!

Re: Outlook Contacts, Export a Category of contacts

(Are we close to the record for most posts on a single question?) ;–)

--

Knowledge Sponge (knead spill-checker & SinTax checker)

"Milly Staples [MVP – Outlook]" wrote:

Did I say to use the control key?

Once more, and this is the last time. Select your contacts (highlight using the shift key and scrolling through them all to select) – Right click and drag to the folder. Select copy – move – cancel.

--

Milly Staples [MVP – Outlook]

Post all replies to the group to keep the discussion intact. All unsolicited mail sent to my personal account will be deleted without reading.

After furious head scratching, GeneM office asked:

| Well, Excuuuze me!

|

| Milly, on your 2nd message, I read to drag and drop my selection to the new contacts folder (by usual methods?), then right-click [some item?] and select from choices.

|

| And by left-click dragging, I could never get to the step of 'Copy – Move – Cancel'.

|

| Now, a Rt-Click drag is a new animal to me, so I was certainly slow to recognize what you were implying. But you have banged me on the head, awakened me to the next century!

|

| And now, I'm trying it. And after I Rt-Click drag selected records to a sub-folder or to a new lateral (same-level) folder, with or without the Ctrl key, I see 5 options:

| 1-Address New Message,

| 2-Copy Here with Message as Text,

| 3-Copy Here with Message as Shortcut,

| 4-Copy Here with Message as Attachment, 4-Move Here with Message as Attachment,

| 5-Cancel.

|

| None of those options seem what we want.

|

Re: Outlook Contacts, Export a Category of contacts

| So,  
| 1. Does it Matter if we use Ctrl key w/ Right-Drag?  
| 2. What am I doing wrong now?  
|  
| Thank you again (and again).  
|  
|| Um, did you read the admonition to  
|| \*\*\*\*\*RIGHT\*\*\*\*\* CLICK and drag??????  
||  
|| --  
|| Milly Staples [MVP - Outlook]  
||  
|| Post all replies to the group to keep the discussion intact. All  
|| unsolicited mail sent to my personal account will be deleted without  
|| reading.  
||  
|| After furious head scratching, GeneM office asked:  
||  
||| I beg to disagree, Dear Lady Milly, believe I did do what you  
||| indicated, but let's review in detail:  
|||  
||| MS Ofc Outlook (R) 2003 (11.8010.8028) SP2  
||| Part of MS Ofc Small Business Edition 2003  
|||  
||| I switch OL to the Contacts tab-page.  
||| click Categories view.  
||| hit Ctrl-6 for Folders View.  
||| do Alt-V,X,L to collapse groups.  
|||  
||| Tried several ways next:  
||| Click-Select the Customers Category header; tried both  
||| Left-Button-Drag & Ctrl-Left-Button-Drag, but both attempts give me  
||| the same "Create a new item .. could take some time" warning, which  
||| last time hung us for 3-4 minutes and composed a new email message,  
||| which I cancelled, then no prompt as you had expected.  
|||  
||| If I select the 634 records, without any header, then drag, I get  
||| the same result, a Create prompt.  
|||  
||| Neither approach ever produces the "Copy - Move - Cancel" option you  
||| forecast.  
|||  
||| And at any rate, would I not want to Control-Drag in order to Copy  
||| records, not Move them.  
|||  
||| Scratch, Scratch ...  
|||  
||| What do you think?  
|||  
|||  
||| Did you right click after selecting the category and dragging it to

Re: Outlook Contacts, Export a Category of contacts

|||| the new folder? You should get the choice of Copy – Move –  
|||| Cancel. If you don't see these choices, you have done something  
|||| other than what I indicated.

||||  
|||| --Ã Â  
|||| Milly Staples [MVP – Outlook]

||||  
|||| Post all replies to the group to keep the discussion intact. All  
|||| unsolicited mail sent to my personal account will be deleted  
|||| without reading.

||||  
|||| After furious head scratching, GeneM office asked:

||||  
|||| Thanks. I have only been using Outlook (MS Ofc 2003) a few  
|||| months, after hanging onto Sidekick 97 until I would not trust  
|||| the old Win 98 PC.

||||  
|||| Implicit in your instructions might be that I know how to switch  
|||| to Folder View, which I only noticed yesterday!

||||  
|||| So now, I have clicked the Category (of 634 Customers),  
|||| Ctrl–Drag–ed it to the new sub–folder, affirmed Prompt (Create a  
|||| new item from the Selected Items could take some time. Are your  
|||| sure you want to create a New Item from these 634 Items?, it  
|||| said), and after 3–4 minutes, I am waiting for Outlook to  
|||| recover, give me a non–blank screen. OK, now it is back. It  
|||| showed me a new e–mail addressed to all 634 contacts! Cancelled,  
|||| selected the Category \_members\_ (rather than the Category  
|||| header), tried Ctrl–Drag, got same prompt, cancelled. Or,  
|||| Rt–click on group does not offer Copy, only offers Open, Print,  
|||| Forward, Categories, Mark, Delete, & Move–to–Folder (which offers  
|||| no Copy option).

||||  
|||| So I am still stuck ...

||||  
|||| Create a new contacts folder and name it appropriately. Display  
|||| your default contacts folder in a by category view. Select all  
|||| of the contacts in your preferred category, then drag and drop  
|||| to the new contacts folder. Use the right mouse button to select  
|||| and you will get choices when you release the button.

||||  
|||| --Ã Â  
|||| Milly Staples [MVP – Outlook]

||||  
|||| Post all replies to the group to keep the discussion intact. All  
|||| unsolicited mail sent to my personal account will be deleted  
|||| without reading.

||||  
|||| After furious head scratching, GeneM office asked:

Re: Outlook Contacts, Export a Category of contacts

||||| Milly, that sounds like a workable approach, so thanks!

|||||

||||| However, I cannot find, in Help or Menu tree, a method to copy a category of contacts to a sub-folder."

|||||

||||| Elaborate, Please?

|||||

|||||

||||| Copy the category of contacts to a sub-folder you create and export that.

|||||

||||| --Ã'Æ Ãçâ -Ã;Ã'â€aÃ Â

||||| Milly Staples [MVP – Outlook]

|||||

||||| Post all replies to the group to keep the discussion intact.

||||| All unsolicited mail sent to my personal account will be deleted without reading.

|||||

||||| After furious head scratching, GeneM office asked:

|||||

||||| In Outlook, I wish to Export a Category of contacts. These contacts all share a folder with many other contacts, and they are not distinguishable by any particular Distribution list.

|||||

||||| A mass export of Contacts to Excel does not even show the Categories to which the contacts belong.